



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**Statewide Information Systems Memorandum 04-050**

To: Human Resources Directors  
Employee Administrators

Subject: ISIS HR Security Changes

Effective Thursday, June 10, 2004, we will implement the first of three steps in a plan to restructure ISIS HR security. Planned changes include:

- 1) adding overview capability for organizations and positions
- 2) a revised timekeeper role and a restructuring of report folders, eliminating both the Audit and Information/Statistical report tree levels, and moving all non-secured, "public" reports to a single folder
- 3) adoption of SAP's time tolerance time check that controls the period of time that a user retains write access to a transferred out or separated employee's record, and
- 4) a redefinition of existing EA profiles, including a new personnel area time entry profile.

Several of these items have been accomplished utilizing SAP's standard security functionality, thus allowing the removal of a number of system modifications. These modifications, historically, have inhibited our transition to upgraded versions of SAP software.

On **Thursday, June 10, 2004** users will notice the following Organization Management changes:

- Agency-specific variants for Maintain Organizational Units and Maintain Positions have been eliminated. Users will instead utilize **PO10** and **PO13**. When creating the Account Assignment Features infotype, in light of the elimination of transaction variants, no information can be defaulted. It is critical that users correctly select the appropriate Agency identified and corresponding 4 digit Personnel Area. Company Code must also be entered (0010, if ISIS HR Paid; 0020, if Non-paid).

Hints: Users will want to create new favorites and delete their outdated ones.

For ease of selection, it may be helpful to sort the “Agency” drop down list by “key field” (agency number).

*Refer to the ISIS HR Bulletin board for further details on each of these topics.*  
<http://www.doa.state.la.us/osis/Bulletinboards/HR/bulletinboard.htm>.

- Utilizing **PO10** and **PO13**, users can overview infotype information for both positions and organization units. This eliminates the need to create a second session to Display Org Management infotypes; instead, simply overview the relationships and go directly to the desired record.
- A newly created Organizational Unit or Position can be maintained immediately after creating the record, utilizing **PPOM\_OLD**. Once an organizational unit or position is created, to begin adding Hierarchy Elements or Attributes, select the new record and then click on Goto, Object Description. This brings you to PP01 (Maintain Object). From this point, maintenance can be performed on the Org Units and Positions just as in the past.
- **NON-PAID AGENCIES:** Default Cost Centers have been added to all Organizational Units, as a means of securing users within their own organizational structure. As non-paid agency users add new organization units, these new units will inherit the cost center of their superior organization. If agencies inadvertently delete the cost center or end a cost center relationship established by ISIS HR staff, access to organizational units will be affected.

Effective Thursday, **June 24, 2004**, step 2 changes will move to production. These include:

- Loss of maintenance authority to Infotype 0007 (Planned Working Time) for time administrators.
- Changes to the State of Louisiana Reporting tree structure. For EA users, the folder structure has been compressed to
  - Personnel Management
  - Statistical Summary Reports
  - Organizational Management
    - General
    - Job
    - Organizational Structure
    - Position
  - Payroll Master Data
  - Financial
  - Benefits Management
  - Compensation Management
  - Time Management
  - Security Administration

It is important to note that not all of these folders are available to Time Administrators and other security groups that have more restricted access.

Future memoranda will detail Step 3 and establish it's effective date. We will strive to update online help either before or no later than the week following the move of any system-related changes to production. Questions, if any, should be directed to the ISIS HR Help Desk at 225-342-2677, option 1, then option 2.

MO/dk

c. Whit Kling, Deputy Undersecretary